

# STATE OF NEW HAMPSHIRE

## PROBATE COURT

### PROCEDURE BULLETIN 18

**RELATIVE TO: Change of Name; RSA 547:3-i, II**

**This procedure bulletin is prepared for informational purposes in processing case files. It is not intended to provide parties with legal advice.**

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RSA 547:3-i, II, as amended, requires that a "person petitioning for a name change will serve a copy of the petition on the department of corrections if the person is incarcerated, or on probation or parole, or on the department of safety if the person is required to register as a sexual offender or an offender against children and is no longer subject to supervision by the department of corrections."

#### **Notice of the Proceeding**

If a person petitioning for a name change indicates on the petition that he or she is incarcerated in a New Hampshire Department of Corrections facility or is on probation or parole, the court will list the Department of Corrections as an interested party and send a copy of the hearing notice and petition to:

Office of the Commissioner of Corrections  
105 Pleasant Street  
Concord, NH 03302-1806

If a person petitioning for a name change indicates on the petition that he or she is a registered sex offender or offender against children, the court will list the Department of Safety, Division of State Police as an interested party and send a copy of the hearing notice and petition to:

Department of Safety, Division of State Police  
SIU/Sex Offender Registry, Attn. Denise Perry  
33 Hazen Drive  
Concord, NH 03305 (271-6344)

If a person petitioning for a name change indicates on the petition that he or she is an inmate in a county correctional facility, the court will list only the county Department of Corrections as an interested party and send it a copy of the hearing notice and petition. A listing of the county Department of Corrections and their addresses is provided as an addendum to this Bulletin.

In any case in which the Attorney General's Office files an appearance on behalf of either the department of corrections or the department of safety, all further notice will be sent to the Attorney General's Office.

### **Scheduling the Hearing**

Hearings on name change petitions for incarcerated individuals will be either video hearings or telephonic hearings, or held in courtrooms available at correctional facilities, at the option of the judge. No court should issue an order to transport an incarcerated individual for a hearing on a name change petition, except for extraordinary circumstances.

Incarcerated individuals petitioning for name change may be relocated within the prison system after the filing of the petition and prior to the scheduled hearing date. The court originally receiving the petition will continue to handle the petition. However, the court may, at the request of the department of corrections, schedule the hearing at another location without requiring a motion for change of venue.

In any case involving notice to a department of corrections or to the department of safety, the court will not schedule a hearing earlier than thirty (30) days to give the responding agency sufficient notice.

### **Fees**

No court will waive fees in connection with a petition for change of name, except for good cause shown.

**Last Reviewed:** August 1, 2007

\_\_\_\_\_/s/ David D. King  
David D. King  
Administrative Judge of Probate Court

#### History:

Revised August 1, 2007

Revised December 22, 2004

Revised December 31, 2001

Effective August 1, 2001

Formerly Procedure Bulletin 2000-06, Issued 10/30/00

**PROCEDURE BULLETIN 18 ADDENDUM**  
**COUNTY DEPARTMENT OF CORRECTIONS**

Belknap County

Belknap Cty. Dept. of Corrections  
76 County Drive  
Laconia NH 03246

Hillsborough County

Hillsborough Cty. Dept. of Corrections  
445 Willow Street  
Manchester NH 03103-6216

Carroll County

Carroll Cty. Dept. of Corrections  
Rt. 171, 50 County Farm Road  
Ossipee NH 03864

Merrimack County

Merrimack Cty. Dept. of Corrections  
326 Daniel Webster Hwy.  
Boscawen NH 03303

Cheshire County

Cheshire Cty. Dept. of Corrections  
160 River Road  
Westmoreland NH 03467

Rockingham County

Rockingham Cty. Dept. of Corrections  
99 North Road  
Brentwood NH 03833

Coos County

Coos Cty. Dept. of Corrections  
County Farm Road  
PO Box 10  
W. Stewartstown NH 03597

Strafford County

Strafford Cty. Dept. of Corrections  
266 County Farm Road  
Dover NH 03820

Grafton County

Grafton Cty. Dept. of Corrections  
3865 Dartmouth College Highway  
North Haverhill NH 03774

Sullivan County

Sullivan Cty. Dept. of Corrections  
103 County Farm Road  
Unity NH 03743